*In the next 90 days before STARS goes live, there will be an increase in the information that is important for users. As a result, there will be an increase in the frequency of STARS Communiqués in order to communicate all relevant information to the STARS audience.*

## Field CFOs hold Quarterly Meeting

On November 30 and December 1, 2004, the Field CFOs convened in the DOE Forrestal office in Washington, DC for their quarterly meeting. A key agenda item at the meeting was updating the Field CFOs on the I-MANAGE Program and soliciting their comments and feedback. The Field CFO meeting was very productive, with a great deal of discussion centering on the upcoming STARS implementation and associated data clean-up activities.

During the meeting, the STARS Team thanked the Field CFOs for the great efforts the field offices made in cleaning-up legacy data. "The Field CFOs have been a great support to the STARS team with respect to the data clean-up and formatting of the Integrated Contractor files," said Laura Kramer, STARS Project Manager. "These were two key milestones that the field worked very hard to accomplish."

Another key aspect of the meeting was a review of the new STARS Integrated Project Plan, which splits Development activities away from Deployment activities to allow both halves of the project to better focus on key issues. This plan was given to all Field CFOs for their review; they were asked to provide feedback on the plan's content and dates.

## STARS Data Conversion

The STARS Development Team began the process of converting FY04 year-end General Ledger information from DISCAS to STARS in late-October 2004. The data conversion was completed on December 10, after all of the accounts were fully reconciled. The FY04 ending balance General Ledger information was required to create new FY05 beginning balances in STARS.

Some of the records did not convert successfully due to an invalid accounting segment setup, but were put into the STARS suspense account. Oracle's Application Desktop Integrator (ADI) was used to enter the necessary journal entries in order to clear the suspense account. Entries in the suspense account were categorized into six reconciling items. Two of these reconciling items were caused by values that were not properly cross-walked in the conversion. The other four reconciling items were journal entries to correct discrepancies between DISCAS and MARS.

"Successfully converting FY04 year-end General Ledger balances is a great accomplishment and one that puts the team in good shape for an April deployment of STARS", said the I-MANAGE Program Executive, Warren Huffer.

The STARS Development Team will continue to convert General Ledger data from DISCAS to STARS at the end of each month until the STARS system goes live and transactions are entered directly in STARS.

## Training Spotlight: General Ledger

*There are a total of ten STARS instructor-led courses that will help users learn the new system before it goes live. Each of the 10 STARS courses will be profiled in future STARS Communiqué issues. In this issue, we spotlight the General Ledger course.*
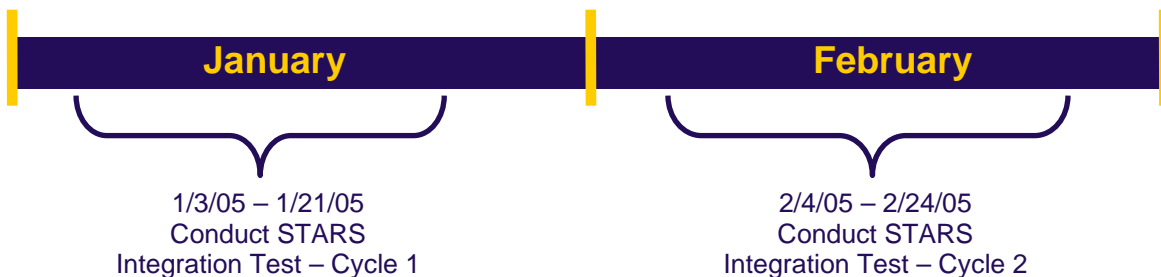
The General Ledger course will be available to users in all offices that will need to use this information in their jobs. It will be offered at all three training sites: Germantown, Oak Ridge, and Albuquerque. The purpose of this full-day course is to provide an introduction to and experience with the functionality within STARS General Ledger. The General Ledger course focuses on creating manual and recurring journals and journal batches and using the Application Desktop Integrator (ADI) to upload journals directly into the General Ledger. Additionally, participants will get hands-on practice entering accruals and reversing and posting journal entries.

In STARS, there will be some notable changes from the current system. The General Ledger course will also focus on these, including the following:

- The move from the UDMS reporting tool in MARS to more user-friendly Financial Statement Generator (FSG) and Discoverer reporting tools. These new tools will allow users to create report views and formats to get exactly the information they require.
- The move to a more seamless reporting capability from the General Ledger to other modules for low-level details, which makes up the information in the General Ledger.
- The shift from a manual process for journal entries to an automated process. This automated process will include auto post, auto reverse, and transaction codes in the accounting flexfield.
- The availability of a greater level of detail in summarized data, with the ability to drilldown from the reports to access the detail that makes up the report.

By the end of this class users will be able to create, post, and reverse journal entries; perform funds available inquiries; explain the steps in the period-end/year-end closing process; close GL periods and fiscal years; and use the Application Desktop Integrator (ADI) to upload batch journal entries from spreadsheets.

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### STARS Two-Month Timeline

| January | February |
|---------|----------|

1/3/05 – 1/21/05
Conduct STARS
Integration Test – Cycle 1

2/4/05 – 2/24/05
Conduct STARS
Integration Test – Cycle 2

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*If you have any comments or questions about the STARS Communiqué, or would like more information on the STARS Project, please send an e-mail to STARS@hq.doe.gov.*

## STARS Project Information
***I-MANAGE Program Site***: http://www.mbe.doe.gov/me2-5/i-manage/
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To be added to the STARS Distribution List, please send an email to STARS@hq.doe.gov